



# PUBLIC SCHOOLS OF NORTH CAROLINA

DEPARTMENT OF PUBLIC INSTRUCTION | Mark Johnson, *Superintendent of Public Instruction*

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TO: Superintendents, Local Education Agencies  
Directors/Coordinators, Exceptional Children Programs  
Lead Administrators, Charter Schools

FROM: Stacey Wilson-Norman, Ed. D.  
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Exceptional Children Division

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## SPECIAL STATE RESERVE APPLICATION FOR FUNDS – FY 2018-19 STATE PROGRAM REPORT CODE (PRC) 063 FUNDS, AGES 3 THROUGH 21

The North Carolina Department of Public Instruction Exceptional Children Division provides Special State Reserve (SSR) funds for **emergency situations** for children with disabilities. **Occasionally, a high cost child with disabilities will move into a Local Education Agency (LEA) after budgets are set and funds are committed.** The atypical needs of a high cost child with disabilities may place an extraordinary fiscal burden on the LEA to secure needed funds for special education and related services for the child.

Special State Reserve funds are intended to assist LEAs with these unforeseen situations that are accompanied by an unexpected fiscal burden. If funds are available, these **child specific funds** may be secured from the North Carolina Department of Public Instruction Exceptional Children Division **via an application process** to assist LEAs with providing necessary special education and related services for a high cost child. The Procedures and Instructions Manual, application and each SSR form are listed as separate documents as a means to quickly access the item needed.

Application forms and reference materials are located at the Exceptional Children Division's website under the Finance and Grants tab; the website address is located below. Do not use forms from previous years.

<http://ec.ncpublicschools.gov/finance-grants/applications/special-state-reserve-funds>

The *Special State Reserve Funds Application (SSRF-1)* must be mailed via postal mail and postmarked within sixty (60) calendar days of the child's enrollment. Applications may be submitted throughout the school year until May 15, 2019.

For additional information, contact Lori Peterson at (919) 807-3932 or [lori.peterson@dpi.nc.gov](mailto:lori.peterson@dpi.nc.gov).

MPM/SWN/WJH/SHT/ljp

CC: Adam Levinson  
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Finance Officers

### EXCEPTIONAL CHILDREN DIVISION

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